

Move Amounts

Part-time, semi-monthly workers have a pre-determined number of regular work hours for each payroll cycle. On occasion they may work additional hours or have extra hours due to the number of work hours in the pay period. These additional hours must be moved to a different pay code to post correctly in GHRS.

1. From the employee timecard, select the correct pay period.
2. Highlight the date row in the timecard.
3. From the **Totals** tab, select **Daily** from the drop-down menu.

Totals		
Totals	Accruals	Historical Corrections Audits
Daily	All	Totals for 10/11/2017
Account	Pay Code	Amount
001/0000/100010/10001/10197/-/-	REGULAR	8:00

4. Right-click on the Pay Code to be moved, **Regular** in the example above. The window below displays.

Totals Actions

Date: 10/10/2017
Pay Code: REGULAR
Account: 001/0000/100010/10001/10197/-/-
Amount: 8:00



Move Amount

5. Choose **Move Amount**. The **Move Amount** window displays.
6. Enter the number of hours in the **Amount** field. These are the additional hours over the generated hours in GHRS for the pay period. Verify the **Effective Date** and **Transfer** field.
7. Select **OK** and **Save** the page.

Move Amount

From
Paycode : REGULAR
Amount (HH:mm): 8:00
Transfer : ;001/0000/100010/10001/10197/-/-

To
Effective Date : * 10/10/2017
Paycode : * ADDITIONAL HOURS
Amount (HH:mm): 2:00
Transfer : ...00010/10001/10197/-/-
Comments (0) [Add Comment](#)

Cancel OK

Totals		
Totals	Accruals	Historical Corrections Audits
Daily	All	Totals for 10/10/2017
Account	Pay Code	Amount
001/0000/100010/10001/10197/-/-	ADDITIONAL HOURS	2:00
001/0000/100010/10001/10197/-/-	REGULAR	6:00

8. To verify, highlight the **Date** row again in the timecard. From the **Totals** tab, select **Daily** from the drop-down menu. The **Additional Hours** pay code and time should display correctly in the pane.

To view moved amounts, use **Go To>Audits** or **Related Items>Audits**. After setting the time period, select **Moved Amounts** from the **Category** drop-down list. Any moved amounts will display.

Note: For part-time, semi-monthly employees who work fewer than their specified hours for the pay period, the non-worked hours should be added to the timecard using the **Leave Without Pay** pay code to prevent overpayment.